

## ACCESSIBLE TEXTBOOK POLICY

*Students who request alternatively formatted texts from DSS must follow these procedures:*

- \_\_\_ Provide appropriate documentation of the disability that meets criteria for alternatively formatted texts. This documentation will be kept in the student's file.
- \_\_\_ Submit a Book Request Form prior to the start of the semester. Requests are handled in the order in which they are received. Delays in requesting alternatively formatted texts may result in texts not being received until after the start of classes.
- \_\_\_ Submit proof of purchase of instructional materials for e-text requests and/or a copy of the book for scanning purposes.
- \_\_\_ Provide a copy of the course syllabus when it is received from the instructor.
- \_\_\_ Agree not to copy or reproduce alternatively formatted instructional materials nor allow anyone else to do so (pursuant to the requirements of the Copyright Revision Act of 1976 as amended.)
- \_\_\_ Agree not to share alternatively formatted materials with any other party.
- \_\_\_ Understand that it is the discretion of the MSU Bookstore whether to buy back textbooks that have been altered for scanning purposes. DSS will have the books rebound, and the Bookstore may consider buying books that continue to be used at MSU. However, they have the right to refuse to buy back re-bound books.
- \_\_\_ Communicate with DSS staff regarding any problems with materials or access.

**This agreement will be read, signed and kept on file for each semester in which the student requests alternatively formatted materials.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*DSS Staff Signature*

\_\_\_\_\_  
*Date*